Justification Guide for Equity (Salary) Reviews

This document is intended as a guide for supervisors and managers. Submitters of requests are responsible for adhering to any applicable department-internal approval workflows prior to submitting requests. Ensuring the appropriate approvals is part of the HSHR review process.

An equity (salary) review request may be submitted to HSHR if one of the following occurs:

1. **An internal inequity between two or more similar positions (typically within the same unit / department).**
   
   **Example:** A department has three Administrative Assistants (AA’s) performing comparable work, with each AA possessing approximately five years of relevant experience. Two of the three AA’s are earning $20/hr, while the third AA is earning at $18/hr.

2. **Assignment of higher-level functions that do not warrant classification at a higher salary grade.**
   
   **Example:** An Administrative Analyst has been assigned additional, higher level duties, which represent 20% of the Analyst’s job functions. This percentage does not represent a significant change in the Analyst’s overall responsibilities, thus not qualifying for a reclassification to a Senior Administrative Analyst (the next higher grade).

   HSHR will work with the department to update the job description in Lawson (for Health System positions) or the Job Description Library (for Professional Schools positions) for these actions.

3. **Position related skill acquisition that represents more than normal job growth.**
   
   **Example:** This is not a typical compensation request, but if the staff employee has taken on additional duties or/and obtained certifications required for the position (mainly during the first 6 months of employment in the classification), HSHR will review a request.

4. **Retention**
   
   **Example:** A staff member is currently a Programmer Analyst I and has received an offer for a similar position. The supervisor would like to make a counter offer to avoid losing a skilled and experienced staff member.

5. **External Market Factors**
   
   **Example:** Position is paid below competitive local market rates, etc.

**How to submit a request for Equity (Salary) Review**

For situations as indicated above, an updated job description should be completed through the [Online Job Description Library](#) (for Professional Schools positions) or [Lawson](#) (for Health System positions) prior to submitting the online equity increase request form to HSHR. Then simply submit a case through Service-Now.